



City of Joliet

Bob O'Dekirk, Liquor Commissioner

James O'Connell, Deputy Liquor Commissioner

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PROCEDURE FOR APPLYING FOR A TOBACCO LICENSE

1. **Make an appointment for all persons with a financial interest greater than 5% to be fingerprinted. Please Call 815-724-3704**
Fingerprinting costs are \$75.00 per person and performed at Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432. Checks must be payable to the City of Joliet.
2. **Obtain an application for a tobacco license from the Mayor's Office.**
3. **Obtain a Business License application from Business Services (if applicable)**
4. **Return completed and notarized tobacco license application with:**
 - **\$250 application fee**
 - **Copy of lease or deed**
 - **Copy of Articles of Incorporation (if applicable)**
 - **Copy of State of Illinois Certificate of Registration (Sales and use taxes and fees/Cigarette and Tobacco Products Retailer Certificate)**
 - **IRS- SS-4 (Employer Identification Number)**
 - **Site plan of the proposed premises showing the location and dimensions of the building, the lot, parking areas and where/how tobacco stock will be stored and secured. This site plan need not be prepared by a professional, but it should be reasonably and accurately drawn with accurate dimensions.**
5. **Once the fingerprint results have been returned with a favorable criminal history record. The review process will start, and we will obtain the following:**
 - **Verification that you do not owe any money to the City of Joliet**
 - **A police check on the location's history & applicant's history**
 - **A check of zoning for this location**
 - **Building Inspection**
 - **Fire Department Inspection**